



# City of Miami Gardens

Community Beautification Grant  
**Deadline: Friday, September 29, 2006**



## Grant Cover Sheet

Please Print or Type

Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount Requested : \_\_\_\_\_ ( \$2,500 maximum request)

Project Title: \_\_\_\_\_

Number of individuals served by the program: \_\_\_\_\_

Have you previously received a KMGB Grant? \_\_\_\_\_ If so, when: \_\_\_\_\_

Project Location: \_\_\_\_\_

Distance to nearest Street or Park: \_\_\_\_\_ (Must be in a highly visible location)

Please include the following in your application:

\_\_\_\_\_ **Grant Cover Sheet**

\_\_\_\_\_ **Executive Summary** (1 page max.) – Brief description of organization, mission statement, brief description of program or project for support, impact on community, organization's experience in accomplishing goals of project, and time frame.

\_\_\_\_\_ **Program Description** (2 pages max.) – Clearly state project goals, objectives, related activities, definition of program success and expected outcomes, pictures of site, measurement and evaluation procedures/standards.

\_\_\_\_\_ **Budget** (1 page) - Allocation and narrative (Specifically, how City funds will be used in project), attach **Summary of Cost** sheet (place in-kind figures in **Summary of Cost** grid)

\_\_\_\_\_ **Proof of Non-profit Status**

*\*Applications should be typed on your organizations letterhead and be no more than seven pages long, including cover sheet. Proposals must be single-sided, single-spaced and must be printed in typeface no smaller than 12 point font with 1-inch margins. Incomplete applications will not be reviewed.*

**Submit Proposals to  
City of Miami Gardens  
C/o Keep Miami Gardens Beautiful  
1515 NW 167 St. Bldg 5 Suite 200  
Miami Gardens, FL 33169**

Summary of Cost (50/50 match)

Cost Items	Quantity (#)	Rate our Price (\$)	Requested Grant (\$)	Applicants Match (\$)
1. <i>Example- flowers</i>	<i>50</i>	<i>\$2.00</i>	<i>\$50.00</i>	<i>\$50.00</i>
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

\$ \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_



## *City of Miami Gardens'*

## **COMMUNITY BEAUTIFICATION GRANT**



*Do you have a really beautiful idea for your neighborhood?*

### **Here's what you can do:**

- You can get plants and materials in exchange for your volunteer planting and maintenance efforts.
- Projects must be within the city limits of Miami Gardens, and in a highly visible public area.
- Schools, nonprofits, and other neighborhood organizations who wish to help foster community pride in Miami Gardens are eligible.

### **Basic Philosophy**

City of Miami Gardens provides matching grant support to nonprofit organizations, neighborhood associations, schools and other community organizations who wish to help foster community pride in Miami Gardens through beautification or landscaping.

### **Grant Range**

Grants generally range from \$100-\$2500. However, on a project-by-project basis, some grants may be funded at a higher level. Funding is to be matched (50/50) by budgeted funds, volunteer efforts and/or matching cash donations.

## **Application Procedures**

City of Miami Gardens awards grants twice a year, once in the fall and again in early spring. Applications may be obtained by calling the Office of Keep Miami Gardens Beautiful at 305-622-8034. We can mail, fax or email the application to you. Then simply follow the instructions in the application packet. Each eligible applicant will be required to appear before our KMGB Grant Review Committee for a short presentation and to answer questions about their proposal.

## **Areas of Interest**

Primary areas of interest are highly visible sites to be enjoyed by the public, which include:

- Theme, cultural or educational gardens
- Plants and materials
- Life Lab projects that teach science, nutrition and horticulture
- Graffiti removal or restoration projects on wall or fence

## **Matching Grant Information**

As an incentive to foster a greater sense of pride in the community and to re-establish the colorful, fruitful heritage of Miami Gardens, "The Garden City", Keep Miami Gardens Beautiful provides grant awards for beautification projects that:

- Are highly visible to the general public
- Provide educational enrichment opportunities for residents and visitors
- Are reflective of the specific theme, such as cultural heritage gardens, rose gardens, Victorian gardens and so on
- Promote and preserve the cultural heritage of our community
- Promote tree planting and preservation
- Promote stewardship of the environment
- Enlist community participation
- Secure long-term maintenance assurances

Examples of beautification projects eligible for funding include:

- Landscaping projects, including plants, trees, containers, walkways, benches, tables, fountains, decorative structures and irrigation systems
- Life Lab projects that teach science, nutrition and the benefits of horticulture through active participation and curriculum

Examples of **ineligible** projects include:

- Requests from individual property owners on their own behalf
- Tree removal
- Play equipment
- Overhead costs (office supplies, phone bills, it etc.)

### **Grant Award Guidelines**

1. Generally, grants are awarded in amounts of \$2,500 for the purchase of materials, rather than in labor.
2. Projects that have demonstrated commitment from the applicants and the surrounding community are given preference.
3. Volunteer labor, cash or material contributions from outside sources must equal or exceed grant award. Manual labor is to be valued at \$10.00 an hour. Skilled trade labor may be valued at general cost rate.
4. Applicants are fully responsible for completing beautification projects. Applicants who fail to start their project within ninety (90) days of receipt of the grant award or who fail to complete their project within ninety (90) days of their estimated completion date maybe required to return the grant award.
5. Where appropriate, applicants for landscaping projects are strongly advised to obtain assistance from design professionals before submitting their application.
6. Applicants whose beautification projects fit the basic criteria for grant award are required to make a brief presentation within approximately two weeks of the application deadline. Funding recommendations are then forwarded to the Keep Miami Gardens Beautiful board for decision at their next regular meeting.
7. Applicants must have written approval by landowner to do work on proposed location.

### **Forms Required Following Grant Award**

**LETTER OF AGREEMENT** - must be signed and returned before grant award can be funded.

**GRANT REPORTING FORM, A COST BENEFIT ANALYSIS FORM**, copies of all purchase receipts, labeled "AFTER" photographs must be submitted within three weeks after beautification project completion. These reports must summarize the total value of the project, including volunteer contributions and City of Miami Gardens grant award.

## **Standard Conditions**

Grant applicant agrees to acknowledge funding to City of Miami Gardens in any and all press releases and public announcements regarding beautification projects.

1. Grant applicant agrees to post a visible sign provided by Keep Miami Gardens Beautiful, acknowledging funding by City of Miami Gardens. The sign must be maintained by grant applicant.
2. Grant applicant agrees to maintain, or have maintained, that beautification project for minimum of three years after the completion date of the project.

## **Application Instructions**

- Fill in all blanks completely.
- You must provide a tax identification number for your organization.
- All attachments must be clearly labeled with organization, project, date and location. All photographs must be so labeled.
- All blueprints and site maps must show north direction. Streets and structures must be shown and labeled.

Return completed applications by mail to:

City of Miami Gardens  
c/o Keep Miami Gardens Beautiful  
1515 NW 167 St. Bldg 5 Suite 200  
Miami Gardens, FL 33169

